

Application for TEMPORARY LODGING EXPENSES (TLE)

TLE ENTILEMENT: Total of 10 days, at either old or new PDS, authorized on CONUS to CONUS PCS, 10 days for OCONUS to CONUS PCS, and 5 days for CONUS to OCONUS PCS.

Name (last, First, MI)	Rank	SSN
Name of spouse (last, First, MI)	Is spouse military? If yes, spouse SSN <input type="text"/>	
Name of Dependent Children	Relation	Date of Birth

I checked out (**old** duty station) on

I checked into (**new** duty station) on

DAILY ITEMIZATION OF EXPENSES

Date	Temp lodging location	Cost	Number of persons at temp lodging location			Are kitchen facilities avail in temp lodging location		Are you staying with friends?	
			member	spouse	children	YES	NO	YES	NO

Use of available Government quarters is **required** including temporary lodging facilities in the area of the old or new PDS. If Government quarters are not available, the member's certification is required to support the claim. To be reimbursed for commercial lodging when Government quarters are not available members must also sign the statement at the bottom of this form.

I CERTIFY THAT GOVERNMENT QUARTERS WERE NOT AVAILABLE FOR THE PERIOD THAT TEMPORARY LODGING EXPENSES ABOVE ARE CLAIMED.

Signature

Date

TLE Computation Sheet

Step	Action										
1	<p>Use the below table to determine Percent of Per Diem Rate used for computing Maximum Daily TLE.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 50%;">IF member is claiming expenses for...</th><th style="width: 50%;">THEN the % of per diem rate is...</th></tr> </thead> <tbody> <tr> <td>member or 1 family member</td><td style="text-align: center;">65</td></tr> <tr> <td>member and 1 family member</td><td style="text-align: center;">100</td></tr> <tr> <td>2 family members</td><td style="text-align: center;">100</td></tr> <tr> <td>each additional family member</td><td style="text-align: center;">25</td></tr> </tbody> </table>	IF member is claiming expenses for...	THEN the % of per diem rate is...	member or 1 family member	65	member and 1 family member	100	2 family members	100	each additional family member	25
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member or 1 family member	65										
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each additional family member	25										
2	<p>Determine the Maximum Daily TLE Rate by multiplying percent of per diem (from Step 1) by the locality Per Diem Rate.</p> <div style="margin-top: 10px;"> <div style="border: 1px solid black; width: 100px; height: 25px; display: flex; align-items: center; justify-content: center;">%</div> × <div style="border: 1px solid black; width: 100px; height: 25px; display: flex; align-items: center; justify-content: center;">\$</div> = <div style="border: 1px solid red; width: 100px; height: 25px; display: flex; align-items: center; justify-content: center;">\$</div> </div> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> Percent Per Diem Per Diem Rate Maximum Daily TLE Rate </div> <p>Note: If the claim is for two locations at the same time, Example: Old PDS (Dependents) and the New PDS (Member), use the highest Per Diem Rate when computing TLE.</p>										
3	<p>Determine the Percentage Allowed for Meals.</p> <ul style="list-style-type: none"> ⇒ 23% when lodging has kitchen facilities or Government mess is used for all 3 meals. ⇒ 46% when lodging does not have kitchen facilities or when staying with friends/relatives. 										
4	<p>Determine the Meals Rate.</p> <div style="margin-top: 10px;"> <div style="border: 1px solid black; width: 100px; height: 25px; display: flex; align-items: center; justify-content: center;">%</div> × <div style="border: 1px solid black; width: 100px; height: 25px; display: flex; align-items: center; justify-content: center;">\$</div> = <div style="border: 1px solid red; width: 100px; height: 25px; display: flex; align-items: center; justify-content: center;">\$</div> </div> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> Percent allowed for meals (from Step 3) Maximum Daily TLE Rate (from Step 2) Meals Rate </div>										
5	<p>Determine the GROSS Daily Rate. When residing with friends or relatives the lodging rate will be \$00.00 without regard to any contribution made by the member.</p> <div style="margin-top: 10px;"> <div style="border: 1px solid black; width: 100px; height: 25px; display: flex; align-items: center; justify-content: center;">\$</div> + <div style="border: 1px solid black; width: 100px; height: 25px; display: flex; align-items: center; justify-content: center;">\$</div> = <div style="border: 1px solid red; width: 100px; height: 25px; display: flex; align-items: center; justify-content: center;">\$</div> </div> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> Compute Actual Daily Lodging Rate Meals Rate (from Step 4) GROSS Daily Rate </div>										
6	<p>Determine the NET Daily Rate. Enter the daily rates applicable to the member for each of these entitlements..</p> <div style="margin-top: 10px;"> <div style="border: 1px solid black; width: 100px; height: 25px; display: flex; align-items: center; justify-content: center;">\$</div> - <div style="border: 1px solid black; width: 100px; height: 25px; display: flex; align-items: center; justify-content: center;">\$</div> - <div style="border: 1px solid black; width: 100px; height: 25px; display: flex; align-items: center; justify-content: center;">\$</div> = <div style="border: 1px solid red; width: 100px; height: 25px; display: flex; align-items: center; justify-content: center;">\$</div> </div> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> GROSS Daily Rate (from Step 5) BAH (Note 1) BAS (Note 2) NET Daily Rate </div> <p>Note 1: Do not deduct when no lodging costs are claimed or when lodging is not authorized for reimbursement. Make no deductions for BAH when the claim is for the member only and he/she is in receipt of depn BAH.</p> <p>Note 2: BAS is not deductible when the claim is for dependents only, or member is not in receipt of a subsistence entitlement.</p>										
7	<p>Determine the Daily TLE Rate. These rates may change from day to day-based on availability/use of meals. Pay the lowest rate as computed for each day.</p> <p>THE LESSOR OF:</p> <ul style="list-style-type: none"> ⇒ The Maximum Daily TLE Rate from Step 2 ⇒ The Net Daily Rate from Step 6 ⇒ \$110.00, the Maximum Daily Rate by law. 										
8	<p>Determine the amount to be paid to member.</p> <div style="margin-top: 10px;"> <div style="border: 1px solid black; width: 100px; height: 25px; display: flex; align-items: center; justify-content: center;">\$</div> × <div style="border: 1px solid black; width: 100px; height: 25px; display: flex; align-items: center; justify-content: center;"></div> = <div style="border: 1px solid red; width: 100px; height: 25px; display: flex; align-items: center; justify-content: center;">\$</div> </div> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> Daily TLE Rate (from Step 7) Number Days Authorized (Max 10 days) Amount of TLE to be paid to member </div>										